

SAMPLE FOIA REQUEST LETTER

Army Component Head [or FOIA Officer]
[Today's Date]
Army Component
Address

Dear Sir/Madam:

This is a request made under the Freedom of Information Act (5 USC 552.)

I request a copy of the following document(s) be provided to me. [Identify the document(s) as specifically as possible.]

In order to help you determine my status for the purpose of assessing fees, I am [Insert one of the descriptions below.]

(a) Representative of the news media affiliated with the _____ Newspaper (magazine, television station, etc), and this request is made as part of news gathering and not for a commercial use.

(b) Affiliated with an educational or non-commercial scientific instruction and this request is made for a scholarly or scientific purpose and not for commercial use.

(c) Affiliated with a private business and am seeking information for using the companies business and not for a commercial use.

I am willing to pay fees for this request up to a maximum of \$_____. If you estimate that the fees will exceed this limit, please inform me first.

[Optional] I request a waiver of fees for this request because disclosure of the requestor information to me is in the public interest because it is likely to contribute significantly to the public understanding of the Army and is not primarily in my commercial interest. The details on how the requested information will be disseminated by you to the general public.

[Optional] I also included a telephone number at which I can be contacted if necessary to discuss any aspect of my request.

Sincerely,